



HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION

Number: 07-46

11 December 2007

REQUEST FOR DONATED LEAVE

Sharon Costello

1. Sharon Costello, Human Resources Assistant in HRO, is scheduled for back surgery and is in need of donated leave.
2. If you would like to donate your annual leave, please complete OPM Form 630-A, Request to Donate Annual Leave to Leave Recipient (available at www.opm.gov/forms/html/opm.asp), and forward it to JFHQ, ATTN: CAJS-J1-HR-CS (Margie Rodriguez – Box #37).
3. The following instructions apply to leave donors:
 - a. Only annual leave may be donated.
 - b. You may not donate leave to your immediate supervisor.
 - c. In any one leave year, a donor may donate no more than a total of one half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made (For example, an employee who earns 208 hours of leave during the year may donate a maximum of 104 hours).
4. If you need additional information, contact Margie Rodriguez at CAGNET 6-3493, DSN 466-3493, or (916) 854-3493.

A handwritten signature in black ink, appearing to read "Stuart D. Ewing".

STUART D. EWING
Captain, CA ANG

Deputy Director for Human Resources

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Army: TA